



**CITY OF SPRINGDALE**  
Position Description

**POSITION TITLE: Administrative Assistant-Fire**

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Exempt (Y/N): No

DEPARTMENT: Fire

DATE PREPARED: August, 2006

SUPERVISOR: Fire Chief

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**SUMMARY**

The incumbent is responsible to perform a wide variety of secretarial and administrative duties in keeping official records, providing administrative support to the department and ensuring that the EMS billing system is running efficiently.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Responsible to supervise and train EMS Billing Clerk. Ensure that billing is done correctly and efficiently.
2. Responsible to supervise and train Receptionist and fill in as needed.
3. Reconcile cash box and prepare deposits and take to the bank.
4. Keep secure and update employees personnel, health and evaluation files. Secures previous employees files.
5. Perform secretarial duties for the Chief and other administrative personnel.
6. Transfer payroll hours from Firehouse scheduling report into HTE and confirm those hours are correct.
7. Compile, organize and verify accounts payable for the entire department.
8. Calculate, compose and mail bills for the department's EMS standbys, false alarm responses and haz-mat supplies used.

9. Respond to inquires from personnel, within the department, regarding various departmental issues.
10. Coordinate with the Civil Service Commission during all fire related test and meetings.
11. Receive and distribute incoming mail from the post office and city hall.
12. Maintain office supply inventory and order supplies necessary to keep stock on-hand.
13. Perform other duties as required or assigned.

<b>Budget Responsibility:</b>	<b>\$ 13,300 Annual dollars</b>
<b>Facilities and Equipment Responsibility:</b>	<b>\$ 905,000 Total value</b>

### **SUPERVISION RESPONSIBILITIES**

Directly supervises two non-supervisory positions within the department. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

### **EDUCATION AND EXPERIENCE**

High school diploma or GED and two years of related experience and/or training; or equivalent combination of education and experience and a minimum of 7-11 years of management experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

**INTERNAL COMMUNICATIONS**

Regular contacts within the department and with other departments as needed.

**EXTERNAL COMMUNICATIONS**

Regular contacts with vendors, collection agencies, citizens and outside representatives.

**USE OF EQUIPMENT AND/OR COMPUTERS**

Must be proficient in the use of a personal computer, Microsoft Office Suite and standard office equipment.

**OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives; risk of radiation; and risk of vibration.

The noise level in the work environment is usually moderate.